



State of Montana Job Vacancy

Department of Transportation

Human Resources

2701 Prospect Avenue

PO Box 201001

Helena, MT 59620-1001



October 7, 2008

Internal/External Statewide

An Equal Opportunity Employer

Job Title: Communications Technologist
Position No.: 54144010
Division: Maintenance
Location: Glendive
Job Code: 492235
Type of Position: FT/Permanent
Work Comp Code: 9421
Bargaining Unit / Code: MPEA / 0000-8
Band: Band 5
Annual Salary Range: \$42,885 to \$55,214
Supplement Required: Yes ☐ No ☒
Closing Date: October 21, 2008

MaintenanceDivision/Communications Bureau Overview

The Helena Communications Bureau coordinates all engineering, installation, and maintenance for land mobile communication systems. This includes all radios, mobiles, and base stations. The Bureau also oversees the installation and maintenance of the WEX program sites providing fuel to many state Motor Pool and Equipment Bureau vehicles. In addition, Communications provides support for the installation and maintenance of Local Area Networks (LAN) for the Department's Field offices, including all aspects of communications (phone, radio, and computer systems). Finally, the Communications Bureau oversees all maintenance of the Department's extensive statewide Road Weather Information Systems (RWIS) and traffic signals in the Glendive District and Kalispell Division. This work is accomplished out of nine shops around the state and has 14 employees working in the Bureau.

Description of Duties

Under remote supervision, the incumbent will design, develop and present concepts and system layouts to the Communications Bureau Chief or Telecommunications System Analyst. Using sophisticated diagnostic equipment and methodology in order to provide efficient inter/intra departmental communications and operation the incumbent will manage the performance and placement of, analyze and calibrate complex electronic communications systems. Co-ordinates system implementation within his area, implements network changes, analyze and resolve system and network problems. Submit design proposals, co-ordinate the placement of and manage the integrity of statewide automated fuel dispensing and tank monitoring systems. Administer wireless telecommunications services throughout the state..

Job Requirements

Knowledge: Requires a high order of analytical ability combined with knowledge of land mobile radio communication and telecommunication methodologies, principles and practices. Working knowledge of the Federal Communications Commission (FCC) rules and regulations, local, state and federal policies,

specifications and guidelines as they apply to the needs of the agencies serviced. Must have knowledge of the principles of electrical/electronics engineering with emphasis on land mobile radio communications and telecommunications. Must have thorough knowledge of the installation, maintenance and repair of specialized digital and analog electronic equipment used within the industry. Must have an extensive knowledge of principles and practices associated with WAN's, LAN's and the ability to apply aspects of network design. Working knowledge of the National Electrical Code, and standards from the National Electrical Manufacturers Association.

Skills: Extensive skills in the use of complex electronic analyzing equipment, system analyzers, spectrum analyzers, time domain reflectometers, miniature electronics soldering/desoldering equipment, local area network analyzers, computers and associated software packages used in the design, programming, diagnostics and maintenance of complex electronic and communications systems. Motorized vehicle handling skills including operating four-wheel drive pickups and snowmobiles in unstable terrain. Specialized safety skills needed for erecting, climbing and performing installation of antennas on towers.

Abilities: Perform complex electronic tests in order to analyze, isolate and resolve problems. To verify that system and equipment performance meet Federal Communications Commission's regulations. Must be able to communicate effectively both orally and in writing. Establish and maintain a healthy, effective and professional working relationship with employees, agencies and public. Work with vendors that offer a service or support which may be type specific to solve problems not considered general knowledge and not covered in supplied manuals. Train personnel in the proper use of equipment either in person, via telephone or written instruction. Assess situations for potential dangers and portray a level of work habits so as not to endanger ones self or others. To accept physical demands required.

Education and Experience

Minimum of two years of post-secondary education or A.A.S. degree in electronics and telecommunications combined plus three years of technical experience specific to Land mobile radio communication including project development, system installation and working familiarity with various systems and network designs.

Retain recognized professional certification in the field of telecommunications, such as a general class Federal Communications Commission (FCC) Radio Telephone Operators License, Personal Communications Industry Association (PCIA) or Association of Public safety and Communications Officials (APCO).

Compensation / Benefits

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

Application Process:

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)

- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:
- VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

Supplemental Questions:

Application Materials and Deadline: Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

Human Resources
2701 Prospect Avenue
PO Box 201001
Helena, MT 59620-1001

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

The above position is being posted in accordance with the bargaining unit agreement.

Nonbargaining unit employees or employees of another bargaining unit may apply. If the position is not filled with a bargaining unit applicant, the non-bargaining unit applicants may be considered. However, bargaining unit applicants will have preference.

Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

Applicants claiming Veteran's or Disabled Person's Employment Preference (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.